

# APPLICATION FORM

Name of Premises: .....

.....

.....

Assessor: .....

Date of Assessment: .....

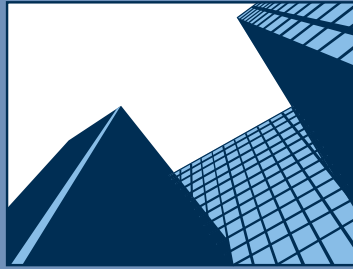


## BUILDING SECURITY ACCREDITATION

• RECOGNITION • CREDIBILITY • ENHANCED PRESTIGE •

2013 - 2014





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### **Data Confidentiality:**

Information provided on this application will be used solely for the purpose of the Building Security Accreditation, will remain confidential and will not be forwarded to any third party.

# INTRODUCTION

## Our Aim

The aim of this security initiative is to raise the standards of security within multi-occupied buildings.

## Accreditation

The accreditation process does not necessarily require companies to undertake any new activities. It is an amalgamation of current recognised building, security and safety initiatives, many of which you will already be undertaking.

By participating in this initiative, successful applicants will demonstrate their commitment to the security of their building(s) which will benefit owners, managing agents, occupiers, visitors and the local community.

## Assessment

Applications for accreditation will be assessed annually by an independent panel formed from the following organisations:

- The City of London Police
- City of London Crime Prevention Association (CoLCPA)
- The City of London Corporation

Note: The assessment for this accreditation should not replace your regular security audit.

## Criteria

To achieve the Building Security Accreditation (BSA), applicants will be assessed on the following criteria:

- Building to have a co-ordinated evacuation plan and evidence of testing the plan
- Evidence of membership to the CoLCPA and show how information and best practice are disseminated to tenants/occupiers

In buildings where security officers are employed:

- Security officers to demonstrate that they have completed appropriate security awareness training modules
- Security officers to have attended a 'Griffin' terrorism awareness day
- Occupiers of the building and security managers to make occupiers aware of Project Argus and provide opportunities to attend

**Applicants will need to be able to prove that the number of people trained in these areas is proportionate to the size and nature of the building.**

## The Benefits

Security of your building will be assessed by a team from the City of London Crime Prevention Association, the City of London Police and the City of London Corporation. Where improvements are considered necessary, advice and assistance will be provided.

Successful applicants will be regularly updated on matters related to the building security and training opportunities.

Buildings that successfully achieve accreditation will be awarded a framed certificate by the City of London Crime Prevention Association, the City of London Police and the City of London Corporation which can be displayed in the building.

The awards will be formally presented at a City of London Crime Prevention Association meeting. For further details visit [www.cityoflondoncpa.org.uk](http://www.cityoflondoncpa.org.uk)

Successful applicants will be highlighted in appropriate publications and can signpost their award as they see fit.

# 1. APPLICANT DETAILS

Please complete all sections as fully as possible.

Name of building: .....

Name of applicant: .....

Position: .....

Address: .....

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.....

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Postcode: .....

Telephone number: .....

Email address: .....

Managing agent: .....

Security company: .....

Security company contact: .....

Telephone number:.....

## 2. BUILDING SECURITY

1. How many organisations / companies within your building? .....

2. What is the nature of their business? .....

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3. Which companies provide physical and / or technical security? .....

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4. Who is the day-to-day contact for security within the building? .....

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5. How many security officers are employed for the building?.....

6. How many are licensed to operate the CCTV system?.....

7. How many security officers have completed security training modules? .....

Details of the module: .....

.....

8. How many security officers have completed a Griffin\* Awareness Day?.....

and the Griffin online refresher package?.....

9. How many organisations / companies within the building have attended an

Argus table-top exercise?\*\*\* .....

### 3. MEMBERSHIP OF CITY OF LONDON CRIME PREVENTION ASSOCIATION

10. Provide details of the organisations / companies within the building who are members of the City of London Crime Prevention Association (CoLCPA)? .....

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11. Do representatives of the security guarding company attend the CoLCPA meetings?..... If so, please state names: .....

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12. How are security messages disseminated to organisations /companies within the building? .....

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\* **Project Griffin** is a national initiative lead by the National Counter Terrorism Security Office (NACTSO), to provide advice to managers, security officers and workers from organisations across the country on security and counter terrorism issues.

\*\* **Project Argus** is a simulated 3-hour multi-media table-top exercise, based on a terrorist attack. It is delivered by Police Counter Terrorism Security Advisers, aimed at managers and assistant managers working in the following sectors: office and retail; night-time economy; hotel; education; health; designers; planners and architects.

## 4. ACCESS CONTROL

1. Does the building have an access control system? Yes / No .....

If yes, provide brief details. If not, provide brief details on any other security measures relating to access control.....

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2. Are access / identification passes issued to staff? Yes / No .....

3. Are staff required to wear passes at all times when within the building?

Yes / No .....

4. Briefly outline the management of the access / identification passes for joiners, movers, leavers and visitors .....

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5. Briefly outline your management of deliveries to the building.....

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6. Does the building have a coordinated action plan? Yes / No .....

If yes, provide brief details .....

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## 5. INTERNAL & PERIMETER SECURITY

1. Do security officers conduct internal patrols? Yes / No .....

Provide brief details.....

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2. Do security officers conduct perimeter patrols? Yes / No .....

Provide brief details.....

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3. How are internal / perimeter patrols managed and recorded? .....

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## 6. INTRUDER DETECTION SYSTEM (IDS)

Does the building have an IDS system installed? Yes / No .....

If yes, how is it operated and managed? .....

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# 7. DESIGN AND MANAGEMENT OF PREMISIES FOR SAFETY AND SECURITY

1. Do you have a CCTV system? Yes / No .....

If yes, go to question 2. If no, go to question 9

2. Have you registered your scheme with the Information Commissioners Office as required by the Data Protection Act 1998? Yes / No .....

3. Is your CCTV recording digital? Yes / No .....

4. Do you have external CCTV coverage? Yes / No .....

If yes which areas are covered? .....

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5. How often is it serviced? .....

6. How would you describe the playback quality of your CCTV system (are images clearly identifiable)? .....

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7. How long are recorded images stored for?

Digital systems: .....(days)                      Analogue systems: ..... (days)

8. Do you have a member of staff trained and available to download CCTV evidence should it be requested by the police? Yes / No .....

## 7. DESIGN AND MANAGEMENT OF PREMISIES FOR SAFETY AND SECURITY (CONTINUED)

9. Do you have any of the following which may assist in reducing crime in your premises? Roving security Yes / No ..... Posters / signs / intranet Yes / No ..... Incident reporting documentation? Yes / No .....

If yes, provide brief details of how an incident is reported, investigated and managed: .....

10. Is security awareness/crime prevention advice available to all staff? Yes / No .....

11. Would you like a Crime Reduction Officer to visit your premises? Yes / No.....  
(This is a free service available from the City of London Police to those located in the City of London).

## 8. SECURITY POLICIES

What procedure do you utilise to report incidents to the police?  
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## 9. ASSESSING OFFICER'S COMMENTS (INCLUDING EXAMPLES OF BEST PRACTICE)

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## 10. ASSESSING OFFICER'S RECOMMENDATION

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## 11. AWARD PANEL'S DECISION

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For office use only

Reference Number:.....

Recommendation:.....

Panel Decision:.....



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### CONTACT DETAILS

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